



CITY OF SAN JOSE

BUILDING DIVISION POLICY

Project Title: _____ Plan Check #: _____
Project Address: _____

SPECIAL INSPECTION AND TESTING

To applicants of projects requiring Special Inspection or Testing per Section 1701 of the Uniform Building Code.

BEFORE A PERMIT CAN BE ISSUED: The owner or his representative, on the advise of the responsible Project Engineer or Architect, shall complete, sign and submit two (2) copies of this form and the structural tests and inspection schedule to this Division for review and approval.

The owner and his general contractor, where applicable, shall also acknowledge the following conditions applicable to Special Inspection and/or Testing.

1. Contractor is responsible for proper notification to the Inspection or Testing agency for items listed.
2. Only the testing laboratory should take samples and transport them to their laboratory.
3. Copies of all laboratory reports and inspections are to be sent directly to this Division by the Testing agency on a weekly basis.
4. Inspection agency to submit names and qualifications of on-site special inspectors to this Division for approval. This will not be required when the agency provides each special inspector with an identification badge that indicates the following:
 1. Name of Inspector
 2. Photo of Inspector
 3. The specific areas in which the inspector is qualified to inspect
 4. An authorization signature by the registered engineer who is a full-time employee of the agency
 5. The special inspector shall display his/her badge whenever performing the function of an inspector
5. The special inspector is responsible to the Chief Building Official for immediate notification of any concerns and/or problems encountered.
6. It is the responsibility of the contractor to review the Building Division approved plans for additional inspection or testing requirements that may be noted. A pre-construction conference at the job site is recommended to review special inspection procedures.
7. The special inspector shall use only Building Division approved drawings.
8. **BEFORE AN OCCUPANCY PERMIT CAN BE ISSUED:** The Inspection agency shall submit a statement that all items requiring testing and inspection were fulfilled and reported. Those items not tested and/or inspected shall be noted in this statement. Copy of statement to be maintained at the job site for Building Inspector's review prior to final inspections.

ACKNOWLEDGMENT:

Owner: Print: _____	Sign: _____	Date: _____
Special Inspection Agency: Print: _____	Sign: _____	Date: _____
Contractor: Print: _____	Sign: _____	Date: _____
Project Engineer/Architect: Print: _____	Sign: _____	Date: _____
Approved by Chief Building Official: Sign: _____	Date: _____	

Filing Instructions:

- | | |
|------------------------|--------------------------------|
| 1. Permit File | 2. Field set of Plans |
| 3. Office set of Plans | 4. Supervising Field Inspector |

STRUCTURAL TESTS AND INSPECTION SCHEDULE
(Per Uniform Building Code, Section 1701.5) Plan Check # _____

Prior to issuance of a building permit, the Owner, on the advice of the Architect or Engineer, shall complete, sign and submit this form to the Building Official.

Project Name	Testing/Inspection Agency	
Project Address	Signature & Title of a Responsible Employee of the Testing Agency	
Owner's Name (Print)	(Signature)	Date

hereby certifies that the Testing/Inspection Agency named above has been engaged to perform structural tests and inspection during construction, as checked below, to satisfy all applicable portions of the Building Code.

Prior to issuance of an occupancy permit, the Inspection Agency shall submit a statement that all items of designated work performed were reported. Any items checked but not tested or inspected will be noted and explained.

Whenever any designated items on this list are ready for sampling, testing or inspection, it shall be the responsibility of the Contractor to give timely notice to the Inspection Agency so that the required services may be performed.

REINFORCING STEEL:

- ☐ Tensile & Bend, one set per heat per ____ tons
- ☐ Inspection of Placement
- ☐ Inspection of Welding

MASONRY:

- ☐ Preliminary Acceptance Tests (Masonry Units, Wall Prisms)
- ☐ Subsequent Tests (Mortar, Grout, Field Wall Prisms)
- ☐ Inspection of Grouting
- ☐ Inspection of Placement & Grouting

CONCRETE, SHOTCRETE, GROUT & MORTAR:

Conc.	Shot.	Grout	Mortar	
				Aggregate Tests for Designs
				Suitability of Aggregates
				Mix Designs
				Test Panel
				Batch Plant Inspection
				Cement Grab Sample
				Inspect Placing
				Compression Tests
				Cast Specimens
				Pick-Up Samples
				Shrinkage Bars
				Yield Check
				Air Check
				Dry Unit Weight

PRECAST CONCRETE:

- ☐ Reinforcing Tests
- ☐ Inspection of Reinforcing Placement
- ☐ Tendon Tests
- ☐ Inspection of Tendon Placement
- ☐ Inspection of Concrete Placement
- ☐ Inspection of Concrete Batching
- ☐ Inspection of Panel Attachments & Inserts
- ☐ Compression Tests
- ☐ Inspection of Stressing/Transfer

PILING, CAISSONS, CAPS, TIES:

- ☐ Inspection of Reinforcing Placement
- ☐ Inspection of Concrete Placement
- ☐ Inspection of Concrete Batching

UNDERPINNING:

- ☐ Inspection of Steel Fabrication
- ☐ Inspection of Reinforcing & Forms
- ☐ Inspection of Concrete Placement
- ☐ Inspection of Tiebacks

STRUCTURAL STEEL:

- ☐ Sample & Test (list specific members below)
- ☐ Shop Identification & Welding Inspection
- ☐ Shop Ultrasonic Inspection
- ☐ Shop Radiography
- ☐ Field Welding Inspection
- ☐ Field Bolting Inspection
- ☐ Field Ultrasonic Inspection
- ☐ Field Radiography
- ☐ Metal Deck Welding Inspection

ASPHALTIC CONCRETE:

- ☐ Mix Designs
- ☐ Inspection of Batch Plant
- ☐ Core/Test
- ☐ Field Inspection
- ☐ Suitability Tests
 - ☐ Specific Gravity
 - ☐ Asphalt Content
 - ☐ Sieve Analysis
 - ☐ K Factors
 - ☐ Stabilometer Valve
 - ☐ Swell

INSULATING CONCRETE:

- ☐ Sample & Test
- ☐ Unit Weights

FIREPROOFING:

- ☐ Inspection of Placement
- ☐ Density Tests
- ☐ Thickness Tests
- ☐ Inspect Batching

FILL MATERIAL:

- ☐ Acceptance Tests
- ☐ Moisture-Density Determination
- ☐ Field Density

ROOFING:

- ☐ Inspection of Placement
- ☐ Sample & Test

STRUCTURAL WOOD:

- ☐ Inspection of Fabrication
- ☐ Inspection of Truss Joist Fabrication
- ☐ Sample & Test Components
- ☐ Inspection of Glu Lam Fabrication

Specify if Other Tests, Inspections or Special Instructions are Required for the Project.

RECOGNIZED SPECIAL INSPECTION & TESTING AGENCIES

Effective 3/1/2005 – 12/30/2005

Key: RC=Reinforced Concrete
SS=Structural Steel Welding/Bolting

PC=Prestressed/Post-tensioned Concrete
FP=Spray-Applied Fireproofing

SM=Structural Masonry
URM=Unreinforced Masonry Push/Torque Tests Only

Agency Name	HQ Address	Phone/Fax	RC	PC	SM	SS	FP	URM	EXPIRATION DATE
Berlogar Geotechnical Consultants	5587 Sunol Boulevard Pleasanton, CA 94566	(925) 484-0220 (925) 846-9645	X	X					3/31/2008
Biggs Cardosa Associates, Inc.*	1871 The Alameda, Suite 200 San Jose, CA 95126	(408) 296-5515 (408) 296-8114	X	X	X	X		X	3/31/2006
B.S.K. Associates	1181 Quarry Lane, #300 Pleasanton, CA 94566	(925) 462-4000 (925) 462-6283	X		X	X	X	X	2/28/2006
Capex Engineering Inc.	74 Shanico Common Fremont, CA 94539	(510) 668-1815 (510) 490-8690	X	X	X	X	X	X	8/31/2005
Consolidated Engineering Labs	7060 Koll Center Parkway, #300 Pleasanton, CA 94566-3108	(925) 485-5000 (925) 485-5018	X	X	X	X	X	X	2/28/2006
Construction Materials Testing, Inc.	2278-F Pike Court Concord, CA 94520-1252	(925) 825-2840 (925) 682-7953	X	X	X	X	X	X	6/30/2006
Construction Testing Services	2142 Rheem Drive, Suite E Pleasanton, CA 94588	(925) 462-5151 (925) 462-5183	X	X	X	X	X	X	10/31/2006
Construction Testing & Engineering, Inc.	242 West Larch Road, Suite F Tracy, CA 95304	(800) 576-2271 (209) 839-2895	X	X	X	X	X	X	11/30/2007
Dynamic Consultants Inc.	1300 Space Park Way Mountain View, CA 94043	(650) 967-6982 (650) 967-6955	X	X	X	X	X	X	10/31/2006
Earth Systems Consultants	47853 Warm Springs Boulevard Fremont, CA 94539-7400	(510) 353-0320 (510) 353-0344	X	X	X	X	X	X	6/30/2005
ENGEO Incorporated	2401 Crow Canyon Rd., Suite 200 San Ramon, CA 94583-1545	(925) 838-1600 (925) 838-7425	X	X	X	X	X	X	12/31/2006
Forsythe Engineering Consultants*	1760 Industrial Way, Suite 1 Napa, CA 94558	(707) 259-1292 (707) 259-1393				X	X	X	6/30/2005
HP Inspections	690 Sunol Street, Bldg. H San Jose, CA 95126	(408) 288-8460 (408) 271-0902	X	X	X	X	X	X	3/31/2006
Inspection Services Inc.	Pier 26 The Embarcadero San Francisco, CA 94105	(415) 243-3265 (415) 243-3266	X	X	X	X	X	X	02/28/2008
KC Engineering Co.	865 Cotting Lane, Suite A Vacaville, CA 95688	(707) 447-4025 (707) 447-4143	X	X	X	X		X	6/30/2005
Kleinfelder Inc.	7133 Koll Center Parkway, #100 Pleasanton, CA 94566	(925) 484-1700 (925) 484-2977	X	X	X	X	X	X	1/31/2006
Korbmacher Engineering Inc.	480 Preston Court, Suite B Livermore, CA 94551	(925) 454-9033 (925) 454-9564				X			10/31/2006
Krazan and Associates Inc.	545 Parrott Street San Jose, CA 95112	(408) 271-2200 (408) 271-2201	X	X	X	X	X	X	12/31/2005
MatriScope, Inc	3102 Industrial Boulevard West Sacramento, CA 95691	(800) 350-3252 (888) 375-6702	X	X	X	X	X	X	6/30/2005
Nicholas Engineering Consultants*	6743 Dublin Boulevard, #15 Dublin, CA 94568	(925) 829-8090 (925) 829-0235	X	X	X	X	X	X	6/30/2005
Ninyo & Moore	1956 Webster Street, Suite 400 Oakland, CA 94612	(510) 633-5640 (510) 633-5646	X	X	X	X	X		10/31/2006
PSI	365 Victor Street, Suite C Salinas, CA 93907	(831) 757-3536 (831) 757-6265	X	X	X	X	X	X	6/30/2005
RES Engineers, Inc.	150 North Wiget Lane, Suite 204 Walnut Creek, CA 94598-2434	(925) 932-4600 (925) 932-4625	X	X	X	X	X	X	08/31/2007
Signet Testing Laboratories	3121 Diablo Avenue Hayward, CA 94545	(510) 887-8484 (510) 783-4295	X	X	X	X	X	X	1/31/2006
Smith-Emery Company	P.O. Box 880550, Hunters Point Shipyards, Building 114 San Francisco, CA 94188	(415) 330-3000 (415) 330-3030	X	X	X	X	X	X	2/28/2006
Terrasearch Inc.	6840 Via Del Oro, # 110 San Jose, CA 95119	(408) 362-4920 (408) 362-4926	X	X	X	X	X	X	11/30/2005
Testing Engineers Inc.	2811 Teagarden Street San Leandro, CA 94577	(510) 835-3142 (510) 834-3777	X	X	X	X	X	X	11/30/2005
Twining Laboratories, Inc.	2527 Fresno Street Fresno, CA 93721	(559) 268-7021 (559) 268-7126	X	X	X	X	X	X	10/31/2007

Agencies have not been evaluated for geotechnical special inspection or for nondestructive testing. Agencies may not be qualified to perform all aspects of special inspection.

Agencies may have offices in more than one location. Other agencies may be approved by local jurisdictions.

* Agency Subcontracts Laboratory Services